

UNCLAS

TO: ALMAJCOMS/LG/FM; HQ USAF/FMB; HQ DESC; HQ DFAS/AS; ARMY PETROLEUM
CENTER, NAVY PETROLEUM CENTER; ANG/LG/FM;
AFRES/LG/FM;
DFAS-DE, DFAS-CO; DESC-DCM
USAF/FM - PLEASE PROVIDE CY TO LG
ANGRC/LG - PLEASE PROVIDE CY TO FM

1. ON 1 JUNE 2001, DESC WILL CAPITALIZE GROUND FUEL AND DO BOTH AVIATION AND GROUND FUEL END USE BILLING FOR CUSTOMER ORIENTED GROUPS (COG) 5 AND 6, USAF OVERSEAS LOCATIONS IN JAPAN, AND THE AIR NATIONAL GUARD SITE AT BIRMINGHAM MAP AL. THIS EXECUTE ORDER APPLIES ONLY TO LOCATIONS IN COG 5 (MINNESOTA, IOWA, WISCONSIN, ILLINOIS, AND MICHIGAN), COG 6 (NORTH DAKOTA, SOUTH DAKOTA, WYOMING, NEBRASKA, COLORADO, KANSAS, NEW MEXICO, OKLAHOMA, AND TEXAS), JAPAN, AND THE ANG SITE IDENTIFIED ABOVE.
2. THE LATEST VERSION OF THE FUELS CONTROL CENTER/FUELS MANAGER (FCC/FM) PROGRAM 1026 VERSION 5.2 HAS BEEN MAILED OUT TO ALL AIR FORCE SITES. IF NOT RECEIVED, PLEASE CALL THE HELP DESK IMMEDIATELY AT DSN 697-6733. AN IMPLEMENTATION CHECKLIST WAS ALSO INCLUDED IN THE PACKAGE. THE CHECKLIST HAS BEEN REVISED AND IS LOCATED ON THE DESC WEB PAGE UNDER FAS ([HTTP://WWW.DESC.DLA.MIL](http://www.desc.dla.mil)). IT IS ESSENTIAL THAT THE REVISED CHECKLIST BE FOLLOWED EXACTLY TO CORRECTLY LOAD FCC 1026 AND CAPITALIZE GROUND FUEL STOCKS. A CRITICAL STEP IN THIS PROCESS IS TO ENSURE ALL DFAMS REPORTS ARE PROCESSED AND RECONCILED FOR PREVIOUS MONTHS TRANSACTIONS PRIOR TO UPLOADING THE NEW VERSION 1026. CONTACT THE HELP DESK AT 1-800-446-4950 IF THERE ARE ANY PROBLEMS COMPLETING ANY OF THESE ACTIONS.
3. OTHER BASES NOT IDENTIFIED IN PARA 1 SHOULD CHECK TO ENSURE THE FCC 1026 VERSION 5.2 SOFTWARE HAS BEEN RECEIVED. DO NOT LOAD UNTIL A FUTURE IMPLEMENTATION NOTICE FOR YOUR AREA IS RECEIVED. TARGET DATES FOR CAPITALIZATION OF GROUND FUELS AND IMPLEMENTATION AT ALL REMAINING COGS AND OTHER OVERSEAS AREAS WILL BE ANNOUNCED ON A MONTHLY BASIS UNTIL COMPLETED.
4. BASE FUELS MANAGEMENT MUST NOTIFY ALL CUSTOMER ACCOUNT MANAGERS OF THE CHANGE FROM THE AIR FORCE BLUE HUB TO FES, WHICH IS ALSO REFERRED TO AS THE DESC PURPLE HUB. AS A RESULT OF THIS CHANGE, SBSS GENERATED REPORTS WILL TERMINATE FOR AVIATION AND GROUND FUELS TRANSACTIONS AT ALL LOCATIONS CITED ABOVE. ALL OTHER BASES WILL CONTINUE TO RECEIVE SBSS GENERATED REPORTS UNTIL FES IS IMPLEMENTED AND GROUND FUEL STOCKS CAPITALIZED BY DESC.
5. AIR FORCE FUELS MANAGEMENT FLIGHTS SHOULD HAVE RECEIVED HQ USAF ILSP 0756Z APR 06 2001 MSG (DD FORM 1896, FUELS IDENTIPLATE REPLACEMENT). THIS MESSAGE DIRECTED NEW FUELS IDENTAPLATES BE PREPARED, BUT NOT DISTRIBUTED, FOR ASSIGNED AIRCRAFT. BASES IN PARA 1 LOCATIONS SHOULD NOW PROCEED TO DISTRIBUTE THESE NEW IDENTAPLATES IMMEDIATELY. OTHER BASES SHOULD CONTINUE TO RETAIN AND NOT DISTRIBUTE THE NEW IDENTAPLATES UNTIL THEY RECEIVE AN IMPLEMENTATION ORDER.
6. A MAJOR CHANGE FOR GROUND FUEL ISSUES WILL REQUIRE THE RE-ENCODING OF VEHICLE IDENTIFICATION LINK (VIL) KEYS FOR TENANT UNITS PURCHASING FUEL USING A TYPE S ORG CODE (NON - AIR FORCE). BASE FUELS FLIGHTS SHOULD BE ABLE TO OBTAIN A LIST OF APPLICABLE ORGANIZATION CODES FROM THEIR SUPPLY SQUADRON. THESE UNITS CURRENTLY PAY FOR THEIR FUEL USING A MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR).

HOWEVER, THEY SHOULD NOW OBTAIN THE ACTUAL SERVICE DODAAC FROM THEIR "OWNING" UNIT OR HEADQUARTERS TO ACCOMMODATE DIRECT BILLING.

7. BASES WILL NO LONGER USE MIPRS FOR PAYMENT OF GROUND FUELS ISSUED TO TENANT UNITS, OR TRANSITING VEHICLES. TO ACCOMMODATE DIRECT BILLING, VIL KEYS SHOULD BE ENCODED WITH THE OWNING ORGANIZATION'S DODAAC AND OTHER ORGANIZATIONAL DATA, I.E. DODAAC AND ORG CODE FOR AIR FORCE LOCATIONS, DODAAC FOR US NAVY, DODAAC AND ARMY PROGRAM CODE (APC), OR JOB ORDER NUMBER (JONO/JOP CN) FOR US ARMY VEHICLES/EQUIPMENT, AND DODAAC AND JOB ORDER NUMBER (JON) FOR THE MARINE CORPS. VIL KEYS/FUEL IDENTAPLATES USED BY ORGANIZATIONAL TANK CUSTODIANS TO BUY BULK FUEL WILL ALSO NEED TO BE RE-ENCODED (FUEL IDENTAPLATES RE-EMBOSSED).

8. GSA AND NAF CUSTOMERS WILL ALSO BE BILLED DIRECT. TO ACCOMMODATE THIS, VIL KEYS FOR GSA VEHICLES MUST BE ENCODED USING THE APPLICABLE GSA DODAAC, FUND CODE, AND VEHICLE REGISTRATION NUMBER. ALL NON-APPROPRIATED FUND (NAF) ORGANIZATIONS WILL HAVE TO REQUEST A "T" DODAAC TO ACCOMMODATE DIRECT BILLING OF THE NAF ORGANIZATION. PROCEDURES FOR REQUESTING "T" DODAACs ARE LOCATED ON THE DESC WEB PAGE.

9. IN ADDITION TO RE-ENCODING VIL KEYS FOR TENANT UNITS, GSA, AND NAF CUSTOMERS, IMPLEMENTING BASES MAY HAVE TO RE-ENCODE VIL KEYS FOR ALL CUSTOMERS AS FOLLOW:

A. GRADE CODES ENCODED ON THE VIL KEYS MUST MATCH EXACTLY THE GRADE CODE FOR PRODUCTS CAPITALIZED BY DESC. FOR EXAMPLE IF JP8 USED FOR GROUND FUEL (FORMERLY CODED AS DF8) IS CAPITALIZED AS JP8, THEN THE VIL KEY ENCODING MUST BE JP8 WITH APPROPRIATE USE CODE (SEE USE CODE TABLE ON THE FES). SUPER GRADE CODES MAY ALSO BE ENCODED ON VILS, (I.E. MUX TO ALLOW TRANSIT CUSTOMERS TO ACTIVATE DISPENSING PUMPS TO BUY WHATEVER GRADE OF MOGAS YOU STOCK).

B. BASES THAT CURRENTLY HAVE THE LATEST ENHANCED VERSION OF SYN-TECH SOFTWARE/HARDWARE (DOD FUEL MASTER ADVANCED 2550 HARDWARE), SHOULD ENCODE THEIR VIL KEYS USING THE DOD STANDARD FORMAT. TO DO THIS, DO NOT CHECK THE AIR FORCE BASE BOX ON THE INPUT SCREEN. NOT CHECKING THE BOX WILL TAKE YOU TO THE DOD STANDARD INPUT SCREEN FOR ENCODING THE VIL KEY. NOTE: BE AWARE THAT ONCE YOU ENCODE THE VILS TO THE DOD STANDARD, THOSE VILS WILL NOT BE ACCEPTED AT BASES THAT DO NOT HAVE THE SYN-TECH 2550 UPGRADE. HOWEVER, THIS IN ITSELF WILL NOT PRECLUDE VEHICLES FROM GETTING FUEL AT THOSE LOCATIONS SINCE SALE TRANSACTIONS CAN BE MANUALLY INPUT INTO FCC.

10. 1RD TRANSACTIONS DATED PRIOR TO THE CAPITALIZATION MONTH WILL NOT BE PROCESSED IN FES, AND MUST BE PROCESSED IN THE BLUE HUB PRIOR TO LOADING FCC 1026 VERSION 5.2. ANY 1RD TRANSACTIONS TURNED IN TO FUELS FOR PROCESSING THAT ARE DATED PRIOR TO THE CAPITALIZATION MONTH WILL HAVE TO BE PROCESSED DIRECT TO SBSS, NOT THROUGH THE FCC/RCC.

11. IMPLEMENTING SITES WILL NOW PROCESS 1884 REPORTS VIA FES. THE "DADS" BUTTON WILL NOT BE USED TO SUBMIT 1884 REPORTS FOR BASES THAT HAVE LOADED FCC 1026 VERSION 5.2. DETAILED INSTRUCTIONS FOR SUBMITTING THE 1884 REPORT VIA FCC 1026 VERSION ARE LOCATED ON THE DESC WEB UNDER FAS.

12. LG AND/OR FM PERSONNEL WHO HAVE RECEIVED FAMILIARIZATION TRAINING ON FES SHOULD ASSIST IN FAMILIARIZING OTHER BASE LEVEL BUYERS IN USE OF THE SYSTEM FOR GENERATING REPORTS AND VIEWING DATA FORMERLY RECEIVED VIA SBSS REPORTS. POTENTIAL FES USERS, I.E. WING RDCOS, VEHICLE CONTROL OFFICERS, AND UNIT FUNDS MANAGERS/RESOURCE ADVISORS THAT HAVE NOT RECEIVED ORIENTATION TRAINING FOR FAS SHOULD CONTACT THEIR LOCAL BASE FUELS OFFICE, LOCAL FM OFFICE, OR THE FAS HELP DESK FOR ASSISTANCE. THE FAS HELP DESK CAN BE CONTACTED AT DSN: 697-6733/34,

COMM: 1 (800) 446-4950, OR ON THE INTERNET AT
WWW.SYSTEMS.ENDRESS.COM/SUPPORT.

13. FES HAS A REVIEW AND CHALLENGE FUNCTION THAT WILL ALLOW CUSTOMERS, RESOURCE ADVISORS, ACCOUNTING AND FINANCE PERSONNEL AS WELL AS ANY USAF OR TENANT ORGANIZATION WHO BUY FUEL TO VIEW FUEL PURCHASE DATA AND RECONCILE FUEL TRANSACTIONS WITH INTERFUND BILLS. THE CUSTOMER ALSO HAS THE ABILITY TO CHALLENGE INVALID TRANSACTIONS PRIOR TO THE MONTHLY BILLING CYCLE. (CUTOFF FOR CHALLENGING A TRANSACTION IS 5:00 PM EST ON THE DAY PRIOR TO THE DFAMS MONTHLY BILLING CYCLE) CHALLENGED TRANSACTIONS WILL BE PLACED IN THE DESC SUSPENSE ACCOUNT AND WILL NOT BE BILLED UNTIL RESOLVED. DESC WILL WORK CHALLENGED TRANSACTIONS WITH THE INVOLVED PARTIES. POST BILLING CHALLENGES WILL BE PROCESSED VIA THE MILSBILS CHALLENGE PROCESS. IF A TRANSACTION IS CHALLENGED IN THE FES, THE TRANSACTION WILL BE RETURNED TO THE SELLER IN THE "REJECT FILE" WHO WILL ATTEMPT TO RESOLVE THE CHALLENGE AND IF APPROPRIATE CORRECT THE TRANSACTION AND RE-PROCESS CORRECTLY. DET 3, WR ALC AT LACKLAND AFB, TX (RESOURCE PART WILL BECOME DESC-RR ON 1 OCT 01) WILL ASSIST IN RESOLVING AIR FORCE UNRECONCILED CHALLENGES AND POST BILLING ADJUSTMENTS. BUYERS AND RESOURCE ADVISORS ARE ENCOURAGED TO USE THE REVIEW AND CHALLENGE WEB ENABLED FUNCTION ON THE FES.

14. ALL PROSPECTIVE FES USERS WHO HAVE NOT YET DONE SO NEED TO REQUEST A USER ID, PASSWORD, AND APPROPRIATE ACCESS PERMISSIONS USING DLA FORM 1811 SUBMITTED THROUGH THEIR LOCAL TERMINAL AREA SECURITY OFFICER. AN ADP LEVEL III NON-CRITICAL/SENSITIVE CLASSIFICATION SECURITY CLEARANCE IS REQUIRED FOR ACCESS TO FES. USERS WILL ALSO NEED ACCESS TO A COMPUTER TERMINAL WITH NETSCAPE VERSION 4.76. THE WEB SITE ADDRESS FOR FES IS:

[HTTPS://WWW.FESHUB.DESC.DLA.MIL](https://www.feshub.desc.dla.mil). DLA FORM 1811 AND INSTRUCTIONS FOR COMPLETING THE FORM CAN BE DOWNLOADED FROM THIS WEB SITE. A USER MANUAL IS ALSO POSTED TO THIS WEB SITE. SUBMIT COMPLETED FORMS TO ROBERT.SMITH@LACKLAND.AF.MIL, DSN 945-9834.

15. THE INITIAL TEST OF FES AT SEVEN AIR FORCE AND OTHER DOD SITES REVEALED THAT LINE OF ACCOUNTING (LOA) DATA REQUIRED TO BILL TO THE ORGANIZATION LEVEL WAS INCOMPLETE OR INACCURATE FOR MANY LOCATIONS. THIS CREATED NUMEROUS REJECTS AND OBLIGATION/INTERFUND BILL MISMATCHES. TO HELP CORRECT THIS SITUATION AND ALLEVIATE THE MASSIVE WORKLOAD ASSOCIATED WITH CLEARING REJECTS, DESC HAS ESTABLISHED AN LOA TABLE ON FES THAT WILL ALLOW FINANCIAL MANAGERS TO UPDATE THE LOA DATA. APPROPRIATE PERMISSIONS WILL NEED TO BE REQUESTED BY PERSON (S) RESPONSIBLE FOR UPDATING THE LOA TABLE. THE ACTIVITY BEST QUALIFIED TO CORRECT/UPDATE GROUND FUEL LOA DATA IS THE LOCAL FM ACTIVITY (COMPTROLLER SQUADRON). AVIATION LOA DATA WILL BE CORRECTED AND/OR UPDATED BY MAJCOM FM PERSONNEL. AGAIN, DESC WILL PROVIDE TRAINING TO FM PERSONNEL, PRIOR TO ACTIVATION, ON HOW TO UPDATE LOA TABLES.

16. FUELS MANAGEMENT PERSONNEL ARE INSTRUCTED TO "LOCK OUT" VIL KEYS IN THE SYSTEM FOR VEHICLES, EQUIPMENT OR ORGANIZATIONAL TANKS THAT REJECT DUE TO LOA DISCREPANCIES. THIS WILL REDUCE THE NUMBER OF REJECTS AND WILL FORCE THE OWNING ORGANIZATIONS TO CONTACT THEIR BASE FM COMMUNITY OR RESOURCE ADVISOR TO DETERMINE THE CORRECT LOA DATA. ONCE THE VIL KEY IS RE-ENCODED WITH THE CORRECT INFORMATION, PROCESSING OF GROUND FUEL TRANSACTIONS FOR THE UNIT/ORG CODE CAN RECOMMENCE. THIS WILL ENSURE CORRECT BILLING AND OBLIGATION AND REDUCE THE VOLUME OF REJECTS FOR INACCURATE LOA DATA.

17. THIS IMPLEMENTATION MESSAGE SHOULD BE DISSEMINATED TO ALL BASE LEVEL FUELS MANAGEMENT, AS WELL AS BASE LEVEL CUSTOMER ACCOUNT PERSONNEL, FINANCIAL MANAGERS, BASE BUDGET OFFICERS, AND ALL USAF AND

TENANT CUSTOMER ORGANIZATIONS THAT PURCHASE AVIATION AND GROUND FUELS AT ANY DOD OR NON-DOD LOCATION.

18. REQUEST DFAS DISSEMINATE THIS MESSAGE TO DFAS OPLOCS THAT SERVICE ARMY, NAVY, MARINE CORPS, AND AIR FORCE FUEL PURCHASING ACCOUNTS, BOTH APPROPRIATED AND WORKING CAPITAL FUNDS (E.G., O&M, RTD&E, AIRLIFT, DEPOT MAINTENANCE, CIVIL ENGINEERING). THIS IS A COORDINATED MESSAGE WITH SAF/FMBO. AF/ILSP POCS ARE JOHN F. LAVIN, DSN 227-6613, MAJOR KEVIN FINDLEY, DSN 227-2369 AND TSGT SHAYNE SOMAVIA, DSN: 225-7222

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